JOB ANNOUNCEMENT
DATA & EVALUATION MANAGER
POLICING ALTERNATIVES & DIVERSION INITIATIVE
November 2021

Are you a data analyst with experience communicating data findings to a wide range of audiences? Are you looking to apply your data skills to important work addressing the unmet needs of Atlanta communities? Do you want the opportunity to be part of a team where you can grow your skills and have opportunities to gain practical experience using data to inform complex public policy? If so, then the Policing Alternatives & Diversion Initiative (PAD) is looking for you!

A community-based nonprofit organization, PAD seeks to reduce the arrest and incarceration of people who are experiencing unmet mental health needs, problematic substance use, or extreme poverty by providing diversion services and community response services through the City of Atlanta 311 line. PAD provides a consent-based, relationship-building approach to reduce the harm of behaviors that are often criminalized, and address the root causes of substance use, mental health concerns, and extreme poverty to promote long-term wellness and safety.

The **Data & Evaluation Manager** will support PAD in the implementation of our electronic case/contact management database, including related data development, importing, training, and troubleshooting issues; support the integration of other internal and third-party data sources to produce monthly, quarterly and annual reports for PAD; manage quality control and data input process to ensure timely data collection; assist with the analysis and visualization of data including for a public-facing dashboard; assist with the administration and analysis of surveys and other data collection efforts; and assist with grant reporting and application requirements.

The Data & Evaluation Manager will report to the Executive Director and work closely with a multi-disciplinary management team.

Responsibilities:

- Continue implementation of a data dashboard that PAD staff can use to inform decision-makers, guide strategic decisions, and use in advocacy and strategy sessions with policymakers across the city;

- Support development and manage development of data sections for key reports for both internal and public audiences. Includes working with graphic designers to tell compelling data stories using PAD data;

- Increase community awareness of PAD's impact by supporting community engagement staff to collect and analyze qualitative and quantitative data, including testimonials, surveys, and metric development and reporting;

- Develop a data reporting calendar and develop a quality control process to be implemented with managers;

- Support PAD staff to effectively track data across multiple tools and trouble-shoot issues as they arise;

- Provide quarterly support to PAD staff for process documentation and performance measure development;

- Assist with the administration, collection, and analysis of regular participant and caller satisfaction surveys as well as other data collection as needed;

- Work closely with PAD staff, partner agencies, and contracted technical assistance providers to integrate third-party data (police department, 311, service providers) into PAD reports;

- Maintain confidentiality and respect for PAD participants or potential participants related to all personal information, including but not limited to physical and mental health status, gender identity, drug use, conviction or arrest history, and immigrant status, and in accordance with HIPAA.

Qualifications:

- Minimum 3 years' experience in data analysis related to criminal justice or other large systems data;

- Data visualization experience and data storytelling both in interactive and static form;

- Demonstrated experience with Power BI or similar software as well as other data analysis and management tools such as Access, Excel, or other databases;

- Experience in managing program data, training, and strategic data planning, including data-informed decision making, with multi-disciplinary teams;

- Excellent strategic communication and interpersonal skills, and experience translating data to diverse audiences;

- Demonstrated commitment to supporting strategies that uplift communities who are over-policed and under-served, including formerly incarcerated people, LGBTQ people, and BIPOC communities;

- People with lived experience of incarceration, recovery, homelessness, and those who identify as Trans or LGBQ+ are strongly encouraged to apply.

PAD provides a base salary of $50,000, comprehensive benefits, and a strong vacation policy in a people-centered environment. This position may include a remote work option. Weekly COVID19 testing, or proof of vaccination, is required for employment.

Application:

1) A cover letter that:

    a. describes your experience using data to support a decision-making process involving multiple stakeholders;

    b. describes your experience working with program staff and stakeholders to develop data and evaluation strategies

2) A resume

3) A work sample, such as a data visualization, report, or dashboard highlighting your data and analysis contributions specifically

Deadline: January 23rd 2022

SUBMISSION: Send in PDF format to jobs@atlantapad.org

APPLICATIONS THAT DO NOT MEET THESE REQUIREMENTS WILL NOT BE REVIEWED.

The Atlanta/Fulton County Pre-Arrest Diversion Initiative, doing business as Policing Alternatives & Diversion Initiative, is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, military status, age, qualified handicap or disabled status. We are committed to providing a workplace free of any discrimination or harassment.